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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

February 7, 2008

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. The meeting was called to order by Ronald Loveridge, Chair, City of Riverside. There was a quorum.

**Members Present**

Aldinger, Jim	Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Cook, Debbie	City of Huntington Beach
Dixon, Richard	City of Lake Forest
Edney, Jon ( <b>Vice Chair</b> )	City of El Centro
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Roberts, Ron	City of Temecula
Ten, Mike	City of South Pasadena
Wapner, Alan	City of Ontario
Washburn, Dennis	City of Calabasas
Young, Toni	City of Port Hueneme

**Members Not Present**

Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Parks, Bernard	City Los Angeles
Pettis, Greg	City of Cathedral City

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Ronald Loveridge, Chair, City of Riverside, called the meeting to order at 9:05 a.m.

**2.0 PUBLIC COMMENT PERIOD**

There were no public comments.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

No agenda reprioritizations were made.

**4.0 CONSENT CALENDAR**

**4.1 Approval Items**

4.1.1 Minutes of January 3, 2008 Meeting

4.1.2 Charter of the Personnel Subcommittee

4.1.3 Approval of Amendments to the  
SCAG Conflict of Interest Code

**4.2 Receive & File**

5.2.1 Contracts/Purchase Orders and  
MOUs between \$5,000 - \$250,000

A motion was made (Wapner) to approve the Consent Calendar. Motion was seconded (Baldwin) and UNANIMOUSLY APPROVED.

**5.0 ACTION ITEMS**

**5.1 Fulbright & Jaworski Contract**

Hasan Ikhata, Executive Director commented on the excellent service of Mr. Colin Lennard as SCAG's General Counsel, but notified the Committee that due to budget considerations, he believed it necessary at this time to eliminate the General Counsel services being provided by Mr. Lennard of Fulbright & Jaworski.

Mr. Ikhata explained that upon approval of the Administration Committee and the Regional Council, he recommended that the Chief Counsel and other members of the Legal Department absorb the responsibilities previously assigned to the General Counsel of providing advice to the Regional Council and its Committees. He also noted that the Legal Department would continue to provide the day-to-day legal support to SCAG staff. Mr. Ikhata thereafter asked Joe Burton, Chief Counsel to discuss the recommendation regarding the proposed contract

amendment seeking to increase the Fulbright & Jaworski contract by \$150,000 for FY 07-08.

Mr. Burton explained that due to additional legal services, special projects and various matters such as the RHNA litigation, the Legal Department has determined that it will be necessary to increase the maximum contract amount payable to Fulbright & Jaworski for this fiscal year by \$150,000, for a total contract amount of \$350,000.

Mr. Burton also noted that Mr. Lennard and the Fulbright & Jaworski firm will continue to serve as "Special Counsel" to SCAG to represent the agency on the aforementioned matters.

The Administration Committee expressed gratitude to Mr. Lennard for his many years of service. Mr. Lennard expressed his appreciation for the opportunity to serve as SCAG's General Counsel.

A motion was made (Loveridge) to approve staff's recommendations. Motion was seconded (Ovitt) and UNANIMOUSLY APPROVED.

5.2 Centers for Disease Control (CDC) and the  
Agency for Toxic Substances and Disease  
Registry (ATSDR) Public Health Conference  
Grant Support Application

Sheryll Del Rosario, Associate Environmental Planner, provided a brief overview of the program. SCAG staff is seeking authorization to apply for, and if awarded accept up to \$100,000 in grant funds. The funds would provide support to hold public conferences relating to environmental health and air quality.

Staff was directed to report back to the Administration Committee and to the Regional Council the great efforts and good works of the program.

A motion was made (Young) to approve staff's recommendation. Motion was seconded (Edney) and UNANIMOUSLY APPROVED.

## **SUBCOMMITTEE REPORTS: Two reports were submitted:**

### **CONTRACTS SUBCOMMITTEE REPORT**

Hon. Toni Young reported on the results of the Contracts Subcommittee meeting and highlighted the following items:

- Hon. Paula Lantz was elected as the Chair; Hon. Lou Bone was elected as the Vice-Chair.
- The Draft Charter was approved and will be brought to the March Administration Committee and Regional Council for final approvals.
- Recommendation was made to increase the informal contract threshold from \$25,000 to \$50,000.

Hon. Young requested the Administration Committee to approve the subcommittee's recommendation to increase the informal contracting threshold from \$25,000 to \$50,000. Members of the Committee expressed concerns over the procedure for approving items not listed on the agenda. In conclusion, Hon. Ron Loveridge requested that the item be placed on the March Administration Committee and Regional Council agendas, for approvals.

Furthermore, Hon. Loveridge requested that all subcommittee reports being presented have the appropriate attachments within the agenda packet.

### **DISTRICT EVALUATIONS SUBCOMMITTEE REPORT**

Hon. Larry McCallon, Chair of the District Evaluations Subcommittee, reported that the Subcommittee has reviewed current district and city populations, and how such cities are allocated to the districts. Preliminary recommendations were made by the Subcommittee to the subregions and to the cities involved. The Subcommittee is scheduled to meet on February 15, 2008 to discuss the proposed recommendations.

## **11.0 INFORMATION ITEMS**

### **11.1 CFO Monthly Financial Report**

A revised expenditure report was distributed to the committee members. Wayne Moore, CFO highlighted two items from the CFO Report:

- Line item adjustments required to the General Fund Budget.
- SAP service packs to upgrade the current financial systems environment is in process. Within 4 to 6 weeks a report will be provided to the committee which will detail future upgrade plans.

## 11.0 INFORMATION ITEMS-Continued

Mr. Moore stated that the consolidated planning grant portion of the budget is being developed. The report is due to be submitted to Caltrans on March 1, 2008. Mr. Moore asked Mr. Ikhata, to discuss the major planning activities associated with the FY08-09 budget to the committee.

### 11.2 FY 08-09 Budget Update

Mr. Ikhata briefed the committee on the major planning activities being developed within the FY08-09 budget. Mr. Ikhata focused on the General Fund activities, Select Sponsorships, Planning Grants, Carry-over issues and details concerning the Regional Satellite offices. Other planning activities highlighted were:

- Congestion Pricing Study.
- Goods Movement and identifying phases and funding for the system.
- CHED Compass Implementation.
- Funding the Subregions.

A discussion ensued regarding the agency's and the subregion's significant carryover issues, and the need to establish a policy.

Hon. Ron Roberts expressed concern over the lack of priority that some subregions give to SCAG's projects. Further, Hon. Roberts expressed concern that in the past, studies were often times delayed because SCAG was too busy to assist with the projects.

Hon. Ron Loveridge asked if there are any deadlines for work programs.

Mr. Ikhata stated that there should be deadlines; however, the subregions should not be penalized since those deadlines were not clear in the past. A mechanism needs to be in place. Later this year, a statement regarding carryovers will be brought back to the committee.

Regarding the satellite offices for the SCAG regions, Mr. Ikhata stated that SCAG is establishing satellite offices with qualified staff to enhance communications, member cities, commissions and the subregions. With the direction from President, Gary Ovitt, five field offices will be opened and operational by January 2009. Those offices will be in Imperial County, Ventura County, San Bernardino County, Riverside County and Orange County. Brian Williams, Director of Gov. & Public Affairs will be leading that effort. It is very important for SCAG to represent all of the

regions. SCAG is also stabilizing the current staff; there is a freeze on hiring. The goal is to manage these offices within the staffing SCAG currently has.

Hon. Margaret Clark asked Mr. Ikhata about the hiring freeze and to confirm that the current staff or attrition would fulfill the staffing requirements at the regional offices.

Mr. Ikhata stated that the staffing requirement would be determined by need and, except for attrition, there would not be any increase in the number of staff.

Hon. Alan Wapner asked if SCAG's legislative influence and lobby efforts dollars are reflected in the budget.

Mr. Ikhata referred to the Director's report which was previously sent to the members. In that report was an organization chart that detailed at the Director level a legislative position. That person will be in Sacramento and Washington and will work closely with SCAG's legislative staff.

Hon. Wapner directed staff to have more references of the newly created legislative position and its primary responsibilities in order to give the subregions knowledge of what SCAG is doing.

Hon. Yvonne Burke asked about the revenue sources and the impact of the federal and state availability. Mr. Ikhata stated that the total FY09 funding estimate includes funds from the FHWA, FTA, and other sources totaling \$39,200.00. He also stated that the Highway Trust Fund balance will decrease in approximately two years. SCAG is also planning to seek funding from other sources.

The FY 08-09 OWP Budget will be submitted to CALTRANS on March 1, 2008. The committee expressed their gratitude to the staff for their focus and hard work on preparing a conservative budget.

A motion was made (Washburn) to approve the FY08-09 Budget. Motion was seconded (Baldwin) and UNANIMOUSLY APPROVED.

## **12.0 STAFF REPORT**

There was no staff report given.

## **13.0 FUTURE AGENDA ITEMS**

- Agendize recommendation from the Contracts Subcommittee to increase the informal contracting threshold from \$25,000 to \$50,000.

#### **14.0 ANNOUNCEMENTS**

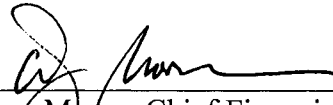
Hon. Dennis Washburn reported that the Calabasas Civic Center Grand Opening Gala will be on July 12th. Come out and join us.

Hon. Loveridge asked Mr. Ikhata to direct SCAG staff to research other public buildings activities/celebrations and advise the committee of upcoming events around the region.

#### **15.0 ADJOURNMENT**

The next meeting of the Administration Committee will be held on Thursday, March 6, 2008.

Minutes Approved by:

A handwritten signature in black ink, appearing to read 'Wayne Moore', is written over a horizontal line.

Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2008

		X = County Represented						X = Attended				= No Meeting NM = New Member							
Officio) LastName, FirstName	Representing	IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aldinger, Jim*	Manhattan Beach		X					X	X										
Baldwin, Harry*	San Gabriel		X					X	X										
Burke, Yvonne*	Los Angeles County		X					X	X										
Clark, Margaret*	Rosemead		X					X	X										
Cook, Debbie*	Huntington Beach			X				X	X										
Dixon, Richard*	Lake Forest			X				X	X										
Edney, Jon* Vice Chair	El Centro	X						X	X										
Loveridge, Ronald, Chair*	Riverside				X			X	X										
Lowenthal, Bonnie	Long Beach		X																
Masiel, Andrew*	T.A.S.I.N.					X													
McCallon, Larry*	Highland					X			X										
Nowatka, Paul*	Torrance		X						X										
O'Connor, Pam*	Santa Monica		X					X											
Ovitt, Gary*	San Bernardino County					X			X										
Parks, Bernard*	Los Angeles		X																
Pettis, Gregory*	Cathedral City				X			X											
Roberts, Ron*	Temecula				X				X										
Ten, Mike*	South Pasadena		X					X	X										
Wapner, Alan*	Ontario					X		X	X										
Washburn, Dennis*	Calabasas		X					X	X										
Young, Toni *	Port Hueneme						X	X	X										
<b>Totals</b>		<b>1</b>	<b>11</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>1</b>												

\* Regional Council Member